

# AUBURN UNIVERSITY AT MONTGOMERY

## APPLICATION FOR EMPLOYMENT

### Personal Data

NAME - Last, First, Middle <i>Ward, Fay Elizabeth</i>		Date <i>December 17, 1987</i>	
Present Address <i>5307 Leland Drive</i>			
City, State, Zip Code <i>Montgomery, Alabama 36108</i>			
Home Phone <i>288-5140</i>		Social Security No. <i>446-74-5214</i>	
Are you under 18 or over 70? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Are you a U.S. Citizen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Type of Employment Preferred: Full Time <input checked="" type="checkbox"/> Part Time <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/>		Position(s) Desired: 1. <i>Secretary</i> 2. 	
If hired, on what date would you be able to begin work? <i>January 4, 1988</i>			
Please complete the following if you have any relatives employed by this University:			
Name:		Department:	
Name:		Department:	
Name:		Department:	
Have you ever been employed here? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Dates of service			
Supervisor		Title of Position	
Do you have any physical limitations which would prevent you from performing certain kinds of work? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (This will not necessarily prevent consideration of your application. However, if employed at AUM and you answered yes, you will be asked to explain in detail.)		Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (A conviction record will not be a bar to employment, depending upon the nature of the crime in relation to the position for which you are applying.)	

(MIDDLE)

(FIRST)

(LAST)

NAME

Defendant's Exhibit

3

4/14/06 WARD

Alexander Gallo Associates, Inc.  
COURT REPORTING VIDEO SERVICES  
DEPOSITION SERVICES

## Education Record

High School / Vocational School <i>St. Jude Educational Institute</i>		City, State, Zip Code <i>Montgomery, AL 36105</i>	
Did you Graduate? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Years Attended <i>12</i>	Course of Study <i>General Secretarial Science</i>	Circle last year completed 9 10 11 <b>12</b>

College <i>Alabama State University</i>		City, State, Zip Code <i>Montgomery, AL 36195</i>	
Did you Graduate? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Years Attended <i>4</i>	Major <i>Business Administration</i>	Circle last year completed 1 2 3 <b>4</b>
		Degree <i>BS</i>	

Graduate School —		City, State, Zip Code —	
Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Years Attended —	Major —	Circle last year completed 1 2 3 4
		Degree —	

Additional Training (languages, programming, certifications, etc.)   
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Military Service Record *N/A*

Branch of Service —	Reserve or National Guard Status —
List Duties, Including Special Training  	Service Schools  

## Skills Record

Typing <i>55</i> WPM	Filing <input checked="" type="checkbox"/>	Switchboard <input type="checkbox"/>	Calculator <input checked="" type="checkbox"/>
Shorthand _____ WPM	Cashier <input checked="" type="checkbox"/>	Keypunch <input type="checkbox"/>	Bookkeeping <input type="checkbox"/>
	Computer <input checked="" type="checkbox"/>	Word Processor <input checked="" type="checkbox"/>	Dictaphone <input type="checkbox"/>
Describe any other training, skills, aptitudes, or qualifications which you feel are appropriate:  			

**Employment Record** (Begin with most recent employer)*See Resume*

Employer's Name	City, State, Zip Code	Dates Employed	Salary
Position	Describe Your Duties		
Reason For Leaving	Supervisor's Name and Title	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employer's Name	City, State, Zip Code	Dates Employed	Salary
Position	Describe Your Duties		
Reason For Leaving	Supervisor's Name and Title	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employer's Name	City, State, Zip Code	Dates Employed	Salary
Position	Describe Your Duties		
Reason For Leaving	Supervisor's Name and Title	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employer's Name	City, State, Zip Code	Dates Employed	Salary
Position	Describe Your Duties		
Reason For Leaving	Supervisor's Name and Title	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Thank you for your interest in employment with AUM. We are an Equal Opportunity / Affirmative Action Employer and in full compliance with all laws and regulations regarding race, color, religion, national origin, sex, marital status, veteran status, age, and handicapped status. Your application will remain in our active file for one month from the date you last made personal or written contact with our office.

Address Correspondence to: AUM Personnel Services, U.S. Highway 80 East, Montgomery, AL 36193 - 0401 205 / 271 - 9639

**Applicant's Agreement**

I understand and agree that any falsification of information contained herein may be sufficient cause for my disqualification or dismissal.

Date December 17, 1987 Signature of Applicant Faye E. Ward

## RESUME

## Resume of:

Faye Elizabeth Jenkins Ward

5307 Rolind Drive  
 Montgomery, Al 36108  
 Phone 288-5140

## Marital Status:

Divorced

## Education:

B.S. 1967, Alabama State U  
 Major: Business Administration  
 Minor: Economics

## EMPLOYMENT

1968 Aug.  
 to  
 1977 Oct.

8/68-12/76

8 yrs.

Related Exp -  
Interviewing & processing applicants

Hamilton County Welfare Dept.  
 628 Sycamore Street  
 Cincinnati, Ohio 45236  
Job Title: Social Caseworker  
 and Eligibility Determiner

1979 Nov.  
 to  
 1980 April

Related  
6 mos

Montgomery Police Dept.  
 N. Ripley Street  
 Montgomery, Al 36104  
Job Title: Complaint Clerk

1980 April  
 to  
 1981 Feb.

Related  
10 mos

W. J. Rhodes Construction Co.  
 1430 N. Ripley Street  
 Montgomery, Al 36104  
Job Title: Office Manager

1981 Aug.  
 to  
 1984 Oct.

1/82-6/84

2 1/2 yrs  
related

Personnel Dept.  
 House of Representatives  
 State Capitol  
 Montgomery, Al 36130  
Job Title: Clerk/Typist  
 Receptionist

ge 2 Cont'd  
SUME'

1984 Oct.  
to  
1985 May

*business owner  
went out 8  
business*  
*Relaxed 7 mos.*

Quality Striping & Construction Co.  
304 Dexter Avenue 1E  
Montgomery, AL 36104  
Job Title: Secretary/Office Mgr.

1985 Aug.  
to  
1986 Sept.

*Relaxed 1 yr.*

*12/21  
reg*

Dean, College of Education  
Alabama State University  
915 So. Jackson Street  
Montgomery, AL 36105  
Job Title: Secretary

1986 Sept.  
to  
Presently

*1 1/2 yrs*

*\$11,000*

*Relaxed*

Montgomery County Commission,  
Judge of Probate Dept.  
Montgomery County Courthouse  
130 Normandale Arcade

*clerk  
typist  
open*

Faye E. Ward

Hamilton County Welfare Dept.  
Social Worker and Eligibility Determiner

Responsibilities included maintaining Aid to Dependent Children cases (ADC), which included meeting the total needs of the clients; doing case study; Counseling, both of a personal nature and also of a job related nature, placing clients in various training programs. Made periodic home/visits to make re-determinations of eligibility to insure that the client was still eligible for assistance.

I was also employed as a Food Stamp Eligibility Determiner with the Department. In this position my responsibilities included interviewing applicants to determine their eligibility to participate in the program based on income status according to guidelines set forth by the government. Home visits were also made to determine continued eligibility.

Montgomery Police Department  
Complaint Clerk

As a Complaint Clerk in the Special Services Division of the Montgomery Police Department, my responsibilities included answering telephone complaints which came in thru head/quarters; assist the caller in whatever way assistance was needed, Code IBM cards according to complaint and to dispense this card to the Radio Dispatcher for transmittal to the proper police unit for service; Operate the NCIC Machine which checks tag registrations, stolen automobiles, etc., check files for warrants.

W. J. Rhodes Construction Company  
Office Manager

Responsibilities as Office Manager included maintaining office records; typing and filing correspondence and business reports, computing payroll for employees, doing state and city tax forms for company, telephone contacts with other companies and individuals regarding job estimates and cost.

House of Representatives- State Legislature  
Typist/Receptionist

My responsibilities as a typist with the State Legislature is one which consist primarily of typing Bills which pass from the House of Representatives. These Bills are brought forth to be proofed, typed, copied and filed. I also assist the Legislators and public sector for copies of different Bills requested from the files after having passed thru the House of Representatives. My responsibility also includes placing daily calendar of events and other related materials on each Legislator desk (prior) to each Session.

Ward E. Ward

Quality Striping and Construction Co.  
Secretary/Office Manager

As Secretary and Office Manager my duties were varied. My responsibilities included typing, filing, telephone communication to contractors in and out of state. I attended monthly Highway Letting meetings in order to obtain contracts for state jobs. Monthly reports were made from price quotes for jobs. Follow-up contact with Prime Contractors after submittal of price quotes. Computation of federal and state payroll records and taxes was also part of my responsibility.

Alabama State University  
Secretary

In the College of Education I was employed as Secretary to the Dean in the College of Education. As Secretary to the Dean I did typing, filing of correspondence for faculty in that area, filing of correspondence for students in Education. Type business letters to department heads in other areas of study at ASU and other universities. Keep a daily Itinerary for the Dean, make flight schedules out of state to attend various meetings. Schedule appointments with students in relation to changes in schedules and curriculum and on occasion discuss with them their curriculum problems. Supervise student workers and approved their payroll. I was also responsible for the submittal of faculty payroll records in this dept, monthly.

Montgomery County Commission  
Judge of Probate  
Clerk-Typist II

The responsibilities in this job involves maintaining clerical records and from these records make reports in the departments of Marriage License, Uniform Commercial Codes (UCCs), Hunting, Fishing and Boat departments. Typing, filing, answer correspondence regarding request for marriage records, making referrals to state offices where records requested maybe filed. Telephone service to the public as it relates to information regarding said departments. An extensive amount of this information is also keyed into computers daily.

computer input

to make sure all proper forms in order, etc.

estimated 50-55 hrs/wk  
no work prior to 5/05

During my periods of unemployment I have also ~~seeked~~ and worked in temporary positions. During February and March of 1979, I was employed at Alabama State University thru a Special Project for a specified period of (6) weeks. As an Evaluator, my responsibilities included presenting to each class and administering evaluation forms and instructions to students in order to evaluate faculty personnel. Once this data was collected it was placed into the IBM 1230 for scoring and analysis. I also served as a part-time secretary during this time in the department of Testing and Psychological Services.

During April and May of 1979, I was employed as a Clerk-Typist in the Contract Management Office at the Southeast Regional Exchange. My responsibilities consisted of typing Contract Register Lists for Army and Air Force Bases located in the Southeastern District; compile a Source List Data Sheet for the solicitation for proposals for on base contracts. This position was for a period of (6) weeks to fill a temporary leave of absence position.

My employment with the House of Representatives was a part-time job in that I was employed and worked only when the Legislature was in session, or whenever the Governor called a Special Session. I remained part-time with them until I decided to pursue full-time employment.

**BACKGROUND:** Born, reared and educated in the Montgomery area. Completion of primary and secondary education was fulfilled at St. Jude Educational Institute. I am an active community worker; member of the PTA, alumni member of St. Jude and ASU. Having been a military dependent my travels have varied.

I have three sons, Kevin, age 23, commissioned officer 5/87 in the USAF. Kenneth age 16 and Kory, age 12.

**INTERESTS:** Local and National affairs, sports, skating, bowling and reading mystery novels.

**REFERENCES:** References will be made available upon request.

Faye E. Ward  
December 17, 1987

At one time or another, the secretary will find her duties involve some form of legalized work. Her employer may give her a legal document of safekeeping; she may be asked to help prepare such a document or to prepare it alone. The nature and amount of legal work which corse the secretary's desk depend largely upon the business of the employer.

Certain requirements must be met before a legal contract can be make. A contract can be oral, but a written contract is preferable if it is to be enforced. All parties involved in a contract must be considered legally com-  
petent and there must be a mutual agreement. There is legal consideration for at least the sum of one dollar. The agreement must not be contrary to la

Several kinds of forms are used in the preparation of legal instruments. The printed form is used by companies and corporations for certain functions as installment buying and lay-a-way plans. These forms assure uniformity and serve as a time-saving device as well. Blank spaces are left to fill in the names and addresses of the parties concerned, the date, the length of time required to complete the transaction, the interest, the monthly payments, and the signature.

Law blanks are standard printed forms which can be purchased at stationery stores. They are used for leases, deeds, powers of attorney, mortgages, and the like. When forms are seldom used or when the details do not fit into a printed form or at law

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